



LEADERSHIP ADMINISTRATOR

Permanent part-time position – 0.6 FTE

About Sunrise Christian School

Sunrise Christian School educates the hearts and minds of children to provide wisdom and an understanding of God. Established in 1978, we offer diverse learning opportunities set in a welcoming Biblically based environment, to give each student the opportunity to shine. We have six schools located in South Australia and are a member of Christian Schools Australia (CSA). Sunrise Christian School Fullarton is an ELC-6, coeducational school.

At our schools, you will find wonderful staff that inspire generations of social influencers and disciples of faith. Our teams are engaging, motivated, and empowered in a holistic, Biblically-based manner to develop a love of learning in our students. We work with parents to support students' academic, social, and spiritual needs to help them fulfil their potential.

The position

We welcome applications to join the team at Sunrise Christian School in the position of Leadership Administrator. Providing administrative support to Sunrise Christian Schools' Leadership team is key in the role. This is a permanent part-time position commencing ASAP. Days and times of work will be negotiated with the successful candidate.

If you are looking for a full-time position, we are also looking for a Governance Secretary (0.4 FTE). Please see our Careers page for more information.

To be successful

We are looking for committed Christians who are active in church fellowship to join our vibrant Christian community.

It is expected that applicants will:

- Be committed to Christ and able to demonstrate active church involvement
- Have previous experience in a similar role
- Be able to work autonomously once tasks are delegated
- Demonstrate excellent verbal and written communication skills
- Provide a satisfactory Working With Children Check or be willing to obtain one

To be employed by Sunrise Christian School applicants must be vaccinated against COVID-19 or have an approved medical exemption endorsed by the Chief Public Health Officer (or delegate).

See next page for application information.

Further information

Please contact Sarah at careers@sunrise.sa.edu.au or on 8465 6032.

Application process

Submit your complete application by **5pm, 9th January 2022** at careers@sunrise.sa.edu.au. Applications will be assessed as they are received.

Your application must include:

1. Covering letter of interest
2. Your resume
3. Application Declaration Form (available from <https://sunrise.sa.edu.au/careers/>)